

INSTRUCTIONS FOR THE NELAP FIELD OF TESTING (FOT) FORMS

The FOT forms are in **Microsoft Excel 97** format. You will need this software to work with the forms.

The files are in **Excel workbooks with multiple worksheets**. Each worksheet is for one FOT, and the FOTs in similar fields are stored together in a workbook. The following is the list of workbook files with associated FOTs. **To select a worksheet, click the FOT tabs at the bottom left of the workbook.**

<u>File Name</u>	<u>FOT</u>	<u>Description</u>
Microbiology.xls	N101	microbiology of drinking water
	N107	microbiology of wastewater
SDWA Inorganic.xls	N102	inorganic chemistry of drinking water
	N103	toxic chemical elements of drinking water
SDWA Organic.xls	N104	volatile organic chemistry of drinking water
	N105	semi-volatile organic chemistry of drinking water
CWA Inorganic.xls	N108	inorganic chemistry of wastewater
	N109	toxic chemical elements of wastewater
CWA Organic.xls	N110	volatile organic chemistry of wastewater
	N111	semi-volatile organic chemistry of wastewater
RCRA Inorganic.xls	N114	inorganic chemistry of hazardous waste
	N115	extraction test of hazardous waste
	N120	physical properties of hazardous waste
RCRA Organic.xls	N116	volatile organic chemistry of hazardous waste
	N117	semi-volatile organic chemistry of hazardous waste
RCRA Asbestos.xls	N121	bulk asbestos analysis of hazardous waste
Radiochemistry.xls	N106	radiochemistry of drinking water
	N112	radiochemistry of wastewater
	N118	radiochemistry of hazardous waste
Bioassay.xls	N113	whole effluent toxicity of wastewater
	N119	toxicity bioassay of hazardous waste

Procedures for completing the FOT forms:

- 1. Select an FOT worksheet, and fill in appropriate columns, following the instructions below.**

If the workbook has multiple worksheets and if you are seeking accreditation for the FOTs, make sure you complete all the worksheets you need by clicking the FOT tabs at the bottom.

Do not change the following columns:

SG Code: Subgroup code

Analyte Code (or Species Code): Analyte number for multi-analyte methods, species for bioassay

Method: Refers to the approved analytical test procedure

Analyte: Refers to the specific analyte for each method

Fill in the following columns:

Enter “Y” for selection: Enter Y for each method/analyte that you are seeking accreditation for.

SOP Y/N: Indicate whether an SOP conforming with NELAC standards (Section 5.10.1.2 (b)) is available.

IDOC Y/N: Indicate whether an Initial Demonstration of Capability (IDOC) is available. Refer to Quality Systems, Appendix C (for applicable methods only).

Assigned Analyst(s): List the analyst(s) assigned to perform each analyte/method. You may use initials but provide a key for them. Analysts may be grouped by work cells (Section 5.6.2 (b)).

- 2. Fill out the laboratory name and the name of the lab director or representative at the footer of the form.** Choose the View from the menu, select Header and Footer, and click the Custom Footer command button. Enter the names at the left section and click OK to close the dialog box.
- 3. Save the file, and print each FOT worksheet. You may use different scaling for better fit. Use page break preview to adjust the page breaks.**
- 4. Sign and date the bottom of each page.**
- 5. Send the signed hard copy of the FOT worksheets to your respective ELAP area office.**

- a. Northern California Labs & Labs located outside California:

Aida S. Dente
ELAP Headquarters

Department of Health Services
1625 Shattuck Avenue, Room 101
Berkeley, CA 94709-1611

b. Southern California Labs:

Richard Spinner
ELAP Los Angeles Field Office
Department of Health Services
1449 W. Temple St., Room # 231
Los Angeles, CA 90026-5698

6. In addition, return the FOT files (in Excel or zip files) electronically via E-mail or a diskette.

- a. E-mail the FOT files as attached files to elapca@dhs.ca.gov. Please indicate "NELAP FOTs from (your laboratory name)" on the subject line.

-OR-

- b. Label the diskette with "NELAP FOTs from (your laboratory name)" and send to:

Environmental Accreditation Program
1625 Shattuck Avenue, Room 101
Berkeley, CA 94709-1611